

Membership Balance Plan  
Board of Regents, Uniformed Services University of the Health Sciences

Agency: Department of Defense (DoD)

1. Authority: The Secretary of Defense, pursuant to the provisions of 10 U.S.C. § 2113a, the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended), and 41 C.F.R. § 102-3.50(a), established the Board of Regents, Uniformed Services University of the Health Sciences (“the Board”).
2. Mission/Function: The Board shall assist the Secretary of Defense in an advisory capacity in carrying out the Secretary’s responsibility to conduct the business of the Uniformed Services University of the Health Sciences (“the University”). The Board shall provide advice and recommendations on academic and administrative matters critical to the full accreditation and successful operation of the University.
3. Points of View: The Board, pursuant to 10 U.S.C. § 2113a(b), shall be composed of 15 members, appointed as specified below:
  - a. Nine persons outstanding in the field of health care, higher education administration, or public policy, who shall be appointed from civilian life by the Secretary of Defense;
  - b. The Secretary of Defense, or his designee, who shall be an *ex-officio* member;
  - c. The Surgeons General of the Uniformed Services, who shall be *ex-officio* members; and
  - d. The President of the University, who shall be a non-voting, *ex-officio* member.

Board members who are not *ex-officio* members shall be appointed by the Secretary of Defense according to established DoD policies and procedures. Members of the Board, who are not full-time or permanent part-time Federal employees, shall be appointed as experts and consultants, under the authority of 5 U.S.C. § 3109, to serve as special government employee (SGE) members.

DoD has found that viewing complex issues through a multi-disciplinary advisory committee provides DoD and, more importantly, the American public with a broader understanding on which to base subsequent policy decisions.

DoD, unless otherwise directed by an Act of Congress or Presidential directive, does not use representative members on DoD established or supported advisory committees.

4. Other Balance Factors: None.
5. Candidate Identification Process: DoD, in selecting potential candidates for the Board, reviews the educational and professional credentials of individuals with extensive professional experience in the areas of health care, higher education administration, or public policy. Potential candidates are identified by the Designated Federal Officer, in consultation with the Office of the Assistant Secretary of Defense for Health Affairs, and their professional staffs, as well as through recommendations by current members of the Board.

Membership Balance Plan  
Board of Regents, Uniformed Services University of the Health Sciences

Once potential candidates are identified, the Under Secretary of Defense for Personnel and Readiness (USD(P&R)) reviews the credentials of each individual and narrows the list of potential candidates. During the USD(P&R) review, he or she strives to achieve a balance between the educational and professional credentials of the individuals, as required by 10 U.S.C. § 2113a(b)(1), and the anticipated subject matters that will be reviewed by the Board to achieve expertise in points of view regarding anticipated topics.

Prior to nominating the potential candidates, the list of candidates will undergo a review by the Office of General Counsel of the Department of Defense and the Office of the Advisory Committee Management Officer to ensure compliance with Federal and DoD governance requirements, including compliance with the advisory committee's charter and membership balance plan. Following this review, the USD(P&R) formally nominates the potential candidates to the Secretary of Defense for approval; pursuant to DoD policy, only the Secretary or the Deputy Secretary of Defense can invite or approve the appointment of individuals to serve on DoD established or supported advisory committees.

Following approval by the Secretary or Deputy Secretary of Defense, the candidates are required to complete the necessary appointment paperwork, to include meeting ethics requirements stipulated by the Office of Government Ethics for advisory committee members who are appointed as SGE members.

The term of office for each member of the Board (other than *ex-officio* members) shall be six-years, with annual renewals, except that any member appointed to fill a vacancy occurring before the expiration of the term for which his predecessor was appointed shall be appointed for the remainder of such term. Any member whose term of office has expired shall continue to serve until his successor is appointed.

Membership vacancies for the Board will be filled in the same manner as described in the previous five paragraphs above.

6. Subcommittee Balance: DoD, when necessary and consistent with the Board's mission and DoD policies and procedures, may establish subcommittees, task forces, or working groups to support the Board.

The Secretary or the Deputy Secretary of Defense shall approve the appointment of subcommittee members in the same manner as members of the Board. Individuals considered for appointment to any subcommittee of the Board may come from the Board itself or may be new nominees, as recommended by the Board's sponsor and based upon the subject matter(s) under consideration, but they must be approved by the Secretary or Deputy Secretary before participating in any subcommittee work.

Subcommittee members, with the approval of the Secretary of Defense, may serve a term of service on the subcommittee of one-to-four years; however, no member, unless authorized by the Secretary of Defense, may serve more than two consecutive terms of service.

Membership Balance Plan  
Board of Regents, Uniformed Services University of the Health Sciences

Subcommittee members, if not full-time or part-time government employees, shall be appointed as experts and consultants, pursuant to 5 U.S.C. § 3109, to serve as SGE members, whose appointments must be renewed by the Secretary of Defense on an annual basis.

7. Other: As nominees are considered for appointment to the Board, the DoD adheres to the Office of Management and Budget's Final Guidance on Appointment of Lobbyists to Federal Boards and Commissions (76 FR 61756; October 5, 2011) and the rules and regulations issued by the Office of Government Ethics.
8. Date Prepared: May 2, 2013